

## Sydney Mechanic's School of Arts - Board Nomination Form 2025

This form is to be completed for the position of Director of the Sydney Mechanics' School of Arts to be determined at the Annual General Meeting (AGM) held at 12.30pm on Tuesday, 11 March 2025.

Nomination forms must be lodged with the Chief Executive Officer, SMSA Level 3/ 280 Pitt St. Sydney NSW 2000 in person or by post, or by email to [ceo@smsa.org.au](mailto:ceo@smsa.org.au)

**Nominations close at 5pm on Tuesday, 25 February 2025.**

### Nominee Details

<b>Name</b>		<b>Standing for</b>	
<b>Phone no.</b>			
Please attach a recent photograph to this form or email your photo to <a href="mailto:ceo@smsa.org.au">ceo@smsa.org.au</a>			
Why are you standing for the Board of the SMSA, and what service and skills do you wish to contribute to the Board. (50 -100 words max.)			
Please provide or attach a short biography (pdf) outlining your experience and interests relevant to your nomination			

### I understand that if elected:

- (i) My term will be for three (3) years;
- (ii) A completed Declaration of Interest form is required, and I attach it to this nomination form.

I hereby declare that I am eligible to stand for election in accordance with [By-law 13.3](#) of the SMSA and agree to perform the required duties in conformity with its Act of Incorporation, By-laws, and policies, and attend compulsory Board training. I have read and understood the requirements of being nominated for the SMSA Board.

<b>Signature</b>		<b>Date</b>	
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### Proposer details

<b>Name</b>		<b>SMSA Membership no.</b>	
<b>Phone</b>		<b>Email address</b>	

I hereby declare that I am eligible to nominate a candidate for election in accordance with [By-law 13.3](#) of the SMSA.

<b>Signature</b>		<b>Date</b>	
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### **Certification of Candidates eligibility to nominate for election**

I certify that this member is eligible to stand for election to the Board in accordance with [By-law 13.3](#) of the SMSA.

<b>Signature</b>		<b>Date</b>	
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**Lisa Harris – Chief Executive Officer.**

## **SMSA Board Duties & Responsibilities**

All eligible members can nominate for the Board. Directors are obligated to uphold the SMSA's Code of Conduct. The SMSA Board of Directors are responsible for the governance, management, and strategy of the organisation.

## **SMSA Directors Code of Conduct**

1. The SMSA is constituted by the Sydney Mechanic's School of Arts Incorporation Act of 1886, and its amendments in 1929 and 1940 (SMSA Act).
2. The SMSA is governed by a set of By-Laws which were adopted at a General Meeting of the Members on 29 October 2019 (By-Laws). The By-Laws may be amended from time to time in accordance with the terms of the By-Laws and the SMSA Act.
3. To the extent that there is any inconsistency between the SMSA Act and the By-Laws, the SMSA Act prevails.
4. The Associations Incorporation Act 2009 (NSW) (Associations Act) and its regulations (Regulations) apply to the SMSA and its committee members (hereinafter referred to as its directors). The Board of directors, or the committee, is hereinafter referred to as the Board.

### **The Purpose:**

The Board has adopted this Directors Code of Conduct. Under the leadership of its chair, the Board is to be proactive in implementing the SMSA's purpose, aspirations and values having regard to the legal framework described under the heading 'Background' above. Therefore, Directors are expected in performing their duties to act in such a manner that gives effect to the purpose, aspirations, and values of the SMSA.

### **This Code of Conduct is set out to address the following:**

- a. The key obligations of the Directors under the SMSA Act, the Associations Act, and its Regulations.
- b. To raise an awareness of other laws that apply to the dealings of the Directors in their capacity as directors of the SMSA.
- c. To address the consequences of a breach of this Code of Conduct and the relevant laws; and
- d. To gain a written commitment from each of the Directors to adhere to the Code of Conduct and the relevant laws (including the SMSA Act and By-laws), which you will be required to sign and adhere to.

## **Compulsory Training**

To ensure directors maintain their skills, training may be required and arranged throughout the year, and it is expected directors attend these training sessions.